

**INSTRUCTIONS FOR USING COURT WEB ONLINE RULINGS  
U.S. DISTRICT COURT JUDGE MATTHEW F. KENNELLY**

1. **JUDGE:** Enter Judge Kennelly's name by entering a "K" in the judge's cell.
2. Use the tab key to get to the date range box.
3. **BEGINNING DATE:** The beginning date may be changed manually.
4. **ENDING DATE:** Make certain to open the date range to the date on which the motion is noticed for hearing (e.g, if your motion is noticed up for the 5/28/03 call, use that date, *not* the date you filed the motion or the date on which you are checking Court Web).
5. **BEGINNING DATE:** Click on the "Run Report" button.

**Rulings are posted to Court Web by Judge Kennelly's staff after 2:30 p.m. the day prior to the hearing.**

**In instances where there is a status hearing scheduled as well as a motion, the parties must appear at the status hearing even if the motion is ruled on, unless Court Web reflects that the status has been vacated.**